



Training and Development JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Legal Assistant
Tenure: Permanent Full-time
Location: 1111 Broadway Suite 1000, Oakland, CA 94607

INTRODUCTION

The Office of the State Public Defender (OSPD) is a small state agency (approximately 86 employees) functioning as a law office and is dedicated to high-quality legal representation of individuals who have been convicted of capital crimes. The agency uses the best available Legal Resources in support of its mission.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of a Supervising Deputy Public Defender, and the general direction of OSPD attorneys, the incumbent in the Training and Development (T&D) assignment to Legal Assistant will perform a wide variety of paralegal duties, litigation support, investigative tasks, and other related work, as follows:

Appellate: Provide appellate case support as needed. Maintain electronic and paper case files; file Extensions of Time (EOTs) (including proof of service); send 60-Day Letter to Court; prepare, produce and file briefs and petitions, including Table of Authorities (TOAs) and Table of Contents (TOCs). Check ASCII discs and create single document of discs on x drive; compare Clerk Transcripts (CT) entries to Reporter Transcripts (RT) for completeness (for record correction purposes); assist in production of CT Notes; including summarizing, organizing and indexing transcripts; create jury tables and charts; create jury instruction tables and charts; compare CT / RT / California Jury Instructions (CALJIC) instructions; review court file and trial counsel files for record correction/completion purposes; photograph/photocopy trial exhibits and organize on case directory as directed by attorney; track correction requests electronically and hard copy; track augmentation requests electronically and hard copy; assist with preparation of settlement items; assist with preservation motion; assist with other motion work. Assist with client-prison issues at direction of attorneys (e.g., health care; 602s; copy & send documents, etc.); visit clients with attorney/on own under attorney's direction and supervision; arrange attorney-client visits; locate and assist in preserving trial files (where appropriate under OSPD policy). Court searches; document gathering and organization of obtained documents. Cite check briefs / Sheppardizing / Key Citing

Habeas Corpus: Assist in preparing and conducting investigations, and identifying issues of concern for investigations. Locate and collect documents and records, including medical, educational, employment, social welfare, military, court and trial files, and other records. Document collection often requires travel, as in-person collection is often necessary.

Manage and control case documents through use of all manual and computerized systems employed in the case. Prepare and maintain both hard copy documents and databases. Create and maintain "Player Files." Using the databases and other electronic tools, summarize and analyze documents collected, including all collected trial file documents, medical records, educational records, employment records, social welfare records, military records, court and trial files, and other records. Generate database reports as needed.

Locate witnesses and players for investigation. Update and maintain the database systems with current witness/player locate information.

Investigate and analyze case facts and documents and conduct case research. Research assignments will include a wide range of topics and may include crime-scene and forensic research, medical and mental-health research, demographic research, newspaper surveys, and other research topics related to guilt-innocence and mitigation issues.

Field investigation, including interviewing guilt-innocence witnesses, the client's family members, mitigation witnesses, and jurors, and preparing draft declarations of the interviews.

Assist in preparation of exhibits and petition for filing.

General Support: Process incoming and outgoing mail. Schedule attorney San Quentin visits. Prepare travel arrangements for attorney, including standard travel related forms and travel claims. Make and receive phone calls, screen calls and take messages. Set up, maintain and close case files. Assist with front desk and receptionist duties. Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of and ability to apply court rules; familiarity with Westlaw Law library; "R" drive, Habeas Corpus Research Center and California Appellate Project websites and other relevant websites; knowledge of computer programs such as Word Perfect, Microsoft Office, FileMaker Pro, and Adobe and ability to use such programs in an efficient and effective manner.

Ability to conduct research and prepare memos regarding legal issues, including forensic and mental health issues; ability to work in a team environment; ability to develop and maintain good working relations with all levels of staff; ability to maintain security and confidentiality of privileged information in compliance with applicable laws; ability to problem solve and manage time effectively; ability to exercise strong analytical and organizational skills; ability to adapt to unpredictable changes in case priorities and assignments; ability to meet scheduled and last minute deadlines, and ability to speak and write clearly.

WHO SHOULD APPLY?

Qualified applicants currently in the classification or with transfer/list appointment eligibility (reachable ranks) and current employees interested in gaining knowledge in the Legal Analyst classification series are encouraged to apply. SROA/Surplus candidates must indicate this status on the state employment application (Std. Form 678). Applications will be screened and only the most qualified will be invited to interview.

Send an Application To:

Monica Ohta, Human Resources
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814 (916) 322-7043

FINAL FILING DATE:

03/03/2017

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 2/17/17.